

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## Table of Contents

---

Overview.....	3
Introduction.....	3
How to Use This Guide.....	3
Guide Use.....	3
Contacts .....	3
DOA Contact .....	3
Commonwealth Accounting and Reporting System (CARS) Terminal and Problem Resolution Guide	4
Purpose.....	4
This Guide.....	4
How Do I Get Into CARS? .....	4
Logging On .....	4
What Screen Should I Use? .....	8
Purpose.....	8
Exceptions: Function Keys .....	8
On-Line Screens .....	8
What Function Should I Use? .....	15
About This Section .....	15
Functions.....	15
Function A .....	15
Function B.....	16
Function C.....	16
Function D .....	17
Function F (View).....	17
Function F (Fresh Screen).....	18
Function H .....	18
Function N (Next Batch).....	19
Function N (Next Transaction) .....	19
Function N (Next Record) .....	19
Function R.....	20
Function S .....	20
Function U .....	20
Function V .....	21
Program Function (PF or F) Keys.....	21
Function PF13 .....	21
Function PF14.....	21
Function PF15 .....	21
Function PF17 .....	22

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*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## Table of Contents, Continued

---

Function PF18 .....	22
Function PF19 .....	22
Function PF20 .....	22
Function PF21 .....	22
Function PF24 .....	22
How Do I Determine the Status of a Financial Transaction? .....	23
Batch Status: Financial Transactions Processed by Edit Update .....	23
Batch Status: Financial Transactions NOT Processed by Edit Update .....	23
Batch Status: Disbursement .....	23
What Happens When I Encounter Problems? .....	25
Messages .....	25
Need Assistance? .....	25
How Do I Log Off From CARS? .....	26
Logging-Off .....	26

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## Overview

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**Introduction**      This guide facilitates use of the on-line Commonwealth Accounting and Reporting System (CARS) by providing a reference for users at a computer terminal. This guide is used to supplement—not replace—data found elsewhere in the *Commonwealth Accounting Policies and Procedures (CAPP) Manual*.

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## How to Use This Guide

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**Guide Use**      It is recommended that this topic be reproduced as a desktop reference and placed next to each terminal used to access CARS.

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## Contacts

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**DOA Contact**      Assistant Manager, General Accounting  
 (804) 225-2376  
 [gacct@doa.state.va.us](mailto:gacct@doa.state.va.us)

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Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b> 70215
Function No. 70200 — CARS	<b>TOPIC</b> ONLINE TERMINAL GUIDE
	<b>DATE</b> September 1999

## Commonwealth Accounting and Reporting System (CARS) Terminal and Problem Resolution Guide

### Purpose

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**This Guide**      The purpose of the CARS Terminal guide is to assist you in the use of the CARS on-line system facilities.

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### How Do I Get Into CARS?

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**Logging On**      To gain on-line access, you have to have a valid CARS Identification (ID). Refer to CAPP Topic No. 70220, *Security*, to request a CARS User ID. The procedure for logging onto CARS is as follows:

**DEPARTMENT OF INFORMATION TECHNOLOGY  
COMMONWEALTH NETWORK**

**ENTER :**

NOTE: If your agency has an agency-based financial system, this log-on screen may differ.

Step	Action
1	Type <b>CARS</b> once you get the Enter prompt.
2	Press ENTER.
3	Receive message from security system.
4	Press ENTER.

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*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## How Do I Get Into CARS?, Continued

11:30:27 12/17/98	TID 472	COMPCARS	User ID	
				ULOG
----- COM-PLETE System Logon -----				
-				
User ID:				
Password:				
New Password:				

Step	Action
3	Key your authorized user ID number after the "User ID."
4	Press TAB.
5	Key your password at the "Password" prompt. Press ENTER.

**NOTE:** Should you want to change your password, do it at this screen. After the "New Password:" prompt, enter the new password and press the Enter key. The system will prompt for verification; type the new password again, and press the Enter key.

ACTL0000

C A R S  
SIGNON NEW BROADCAST

S000

### WELCOME TO THE COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM/CARS

#### \*IMPORTANT NOTICES\*

AGENCY FISCAL OFFICERS SHOULD HAVE RECEIVED A MEMORANDUM FROM RANDY MCCABE DATED 12/10/98, PROVIDING FURTHER GUIDANCE ON EIN/SSN INFORMATION FOR VENDOR PAYMENTS AND ACCOUNTS RECEIVABLE. IT ADDRESSES WHEN TO REQUEST EIN/SSN AND THE CHANGES TO THE CARS VENDOR EDIT TABLE AS A RESULT OF THIS REQUIREMENT. IT PROVIDES SOME POSSIBLE SOURCES FOR OBTAINING EIN/SSN INFORMATION. THE MEMO ALSO ADDRESSES THE COMPTROLLER'S DEBT SETOFF (CDS) SYSTEM, ONE OF THE INITIATIVES REQUIRING EIN/SSN INFORMATION.

**PLEASE HIT ENTER**

*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## How Do I Get Into CARS?, Continued

Step	Action
6	When the CARS News Broadcast screen displays, press ENTER.

<b>ACTL0100</b>	<b>CARS -MASTER MENU</b>	<b>S100</b>
<b>ENTER FUNCTION (TWO DIGIT NUMBER FROM LIST BELOW)</b>		
<b>TABLE MAINTENANCE/INQUIRY:</b>		<b>FINANCIAL INQUIRY:</b>
20 - DESCRIPTOR		61 - APPROPRIATION
21 - TRANSACTION CODE		62 - CASH CONTROL
22 - COST CODE		63 - DOCUMENT
23 - VENDOR EDIT		65 - VENDOR PAYMENT DETAIL
24 - PROJECT CONTROL		66 - VENDOR PAYMENTS DISPLAY
25 - SECURITY		
26 - SYSTEM MANAGEMENT		
<b>FINANCIAL DATA ENTRY:</b>		<b>1099 ADJUSTMENT SYSTEM:</b>
40 - ENTER ACCOUNTING TRANSACTIONS		70 - ADJUSTMENT TRANSACTIONS
41 - RECALL BATCH FOR CORRECTION		75 - VIEW DETAIL DATA
42 - VIEW BATCH HEADERS		76 - VIEW SUMMARY DATA
43 - VIEW A BATCH		
44 - ERROR CORRECTION DATA ENTRY		<b>MISCELLANEOUS:</b>
45 - DISPLAY ERROR TRANSACTIONS		91 - NEWS BROADCAST
46 - DISPLAY BATCH SYSTEM STATUS		92 - STANDARD REPORT REQUEST
47 - ENTER PPTRA TRANSACTIONS		99 - SIGNOFF

The CARS MASTER Menu displays.

The Master Menu serves as the focal point for accessing the various sub-system functions associated with CARS. The screen acts as a Table of Contents for CARS functions. The Master Menu can be returned to from any of the system functions by pressing PF13 key.

You have now successfully logged on to CARS and are ready to select a function listed on the Master Menu.

*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b> 70215
Function No. 70200 — CARS	<b>TOPIC</b> ONLINE TERMINAL GUIDE
	<b>DATE</b> September 1999

## How Do I Get Into CARS?, Continued

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Step	Action
7	Type the two-digit code from the list displayed for the desired function at the ENTER prompt.  <b>NOTE:</b> The CARS Security Table controls user access to functions and determines whether that access is for (1) update or (2) inquiry-only capability.

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Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Screen Should I Use?

### Purpose

This section identifies

- Each CARS on-line function shown on the Master Menu,
- Related screen number,
- Screen title, and
- Purpose of the screen, including applicable input forms entered.

### Exceptions: Function Keys

Function keys are not used to access the following screens.

- Master Menu
- Standard Accounting Transaction Input
- Expenditure Accounting Transaction Input
- Receipt Accounting Transaction Input
- Batch Balancing

These screens are accessed from either the "Enter Accounting Transactions" — Batch Header Data Screen (Function 40) or the "Recall a Batch" Screen (Function 41) listed in the Master Menu. Use either non-function selections or PF keys. See "PF Key/Function Matrix" below in "What Function Should I Use" for further details.

### On-Line Screens

The following are the CARS on-line screens you can access. Related forms are shown for each screen, if applicable.

Function	Screen #	Screen Title	Purpose	Related Input Form
N/A	S100	Master Menu	Allows you to select a screen from one of four categories to perform a desired activity. This screen acts as a table of contents displaying all of the on-line systems functions.	N/A
20	S200	Descriptor Table Maintenance Inquiry	English language titles for CARS codes are located here and serve as the master list of valid codes contained in the system.	DA-04-190: Descriptor Table Maintenance (DOA Use Only)

*Continued on next page*



Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Screen Should I Use?, Continued

### On-Line Screens (continued)

Function	Screen #	Screen Title	Purpose	Related Input Form
21	S210	Transaction Code Table Maintenance/ Inquiry	Permits pre-definition of accounting systems edits and operations based on a single transaction concept of system processing. For each accounting transaction identified by a three-digit transaction code, the table identifies the general ledger impact, edits to be performed, and the files to be updated.	DA-04-191: Transaction Code Table Maintenance (DOA Use Only)
22	S220	Cost Code Table Maintenance / Inquiry	Provides a lower level of Classification elements tailored to individual agencies. A 3-digit cost code used to lookup organization, project, FIPS, and PSD information for posting and reporting purposes.	DA-04-192: Cost Code Table Maintenance
23	S230	Vendor Edit Table Maintenance / Inquiry	Contains name and address of both employees and vendors and is used in the automatic preparation of warrants and for other special reporting purposes. Vendor information is normally required for recording accounting transactions such as disbursements and employee travel advances.	DA-04-195: Vendor Edit Table Maintenance
24	S240	Project Control Table Maintenance/ Inquiry	Designed for editing project, grant, and contract related transactions. The table is keyed by agency code and project number. Informational elements contained in the table provide additional accounting classification data as well as several indicators which control the processing of project related data. <b>It currently is not performing its designed functions.</b>	DA-04-197: Project Control Table Maintenance

*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Screen Should I Use?, Continued

### On-Line Screens (continued)

Function	Screen #	Screen Title	Purpose	Related Input Form
25	S250	Security Table Maintenance / Inquiry	Designed to prevent unauthorized access and updates to the system database.	DA-04-197: Security Table Maintenance
26	S260	System Management Inquiry	Designed to provide control information about the overall processing of the system. The file indicates particular accounting periods (fiscal months/years) available for posting, contains status information that reveals the latest update of the various system files, and maintains certain control information, such as processing time and date to improve the audit trail of individual transactions posted in the system.	N/A
40	S400	Batch Header Data (See CAPP Topic 70230, <i>Data Entry</i> .)	Used to input the batch header information, which uniquely identifies each batch of accounting information entered.	DA-02-176: Batch Header
N/A	S401	Standard Accounting Transaction Input (See CAPP Topic No. 70230, <i>Data Entry</i> .)	Contains all data elements needed to enter any valid transaction. Use when the input screen for a transaction is unknown. Batch Header information is carried forward from the Batch Header Data Screen and cannot be modified.	All financial transaction input forms
N/A	S402	Expenditure Accounting Transaction Input Screen (See CAPP Topic No. 70230, <i>Data Entry</i> .)	Used to input financial transactions that relate to expenditure documents. Batch header information is brought forward from the Batch Header Data Screen and cannot be modified.	DA-02-250: Accounting Voucher DA-02-041: Travel Expense Reimbursement Voucher

Continued on next page

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Screen Should I Use?, Continued

### On-Line Screens (continued)

Function	Screen #	Screen Title	Purpose	Related Input Form
N/A	S404	Receipt Accounting Transaction Input (See CAPP Topic No. 70230, <i>Data Entry</i> .)	Used to input financial transactions for receipts/revenue accounting. Batch header information is brought forward from the Batch header Data Screen and cannot be modified.	Deposit Certificates 260, 261, 262, 263, 270, 271
N/A	S409	Batch Balancing (See CAPP Topic No. 70230, <i>Data Entry</i> .)	Serves as a control function to indicate whether the batch amount and transaction count totals, entered on the batch header, are in balance with computer calculated totals of the input transactions. At this point in the data entry process, the batch will either be in balance or not and a message displays for which condition exists.	N/A
41	S410	Recall A Batch for Correction (See CAPP Topic No. 70230, <i>Data Entry</i> .)	When a batch is out of balance, use this screen. Compare the data entered with the data coded on the source documents and correct as required.	N/A
42	S420	View Batch Headers	Used to view the batch headers of those batches which have not gone through the batch Input Edit Update. This includes those batches with a <b>Hold</b> status and a <b>Release</b> status that have not been submitted to batch Input Edit Update.	N/A
43	S430	View A Batch	Allows you to view individual transactions within a batch. Changes to a specific transaction can be made from the Recall a Batch for Correction Screen (S410).	N/A

Continued on next page

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b> 70215
Function No. 70200 — CARS	<b>TOPIC</b> ONLINE TERMINAL GUIDE
	<b>DATE</b> September 1999

## What Screen Should I Use?, Continued

### On-Line Screens (continued)

Function	Screen #	Screen Title	Purpose	Related Input Form
44	S440	Error Correction Data Entry	Used to enter error correction transactions. The Error Correction Data Entry Screen provides flexibility in the correction process through the use of function codes and edit-options.	ACTB0800 (DOA Use Only)
45	S450	Error Suspense Transaction Display	Used as a part of the on-line error correction data-entry process. The Error Suspense Display Screen will show Batch ID, all transaction data, and any related errors for each record on the CARS Error file	N/A
46	S460	Batch System Status	Identifies by batch the location of that batch from the point of entry into CARS until the posting of the batch on the History file.	N/A
47	S470	Personal Property Tax Transaction Input	Allows localities to request reimbursement under the Personal Property Tax Relief Act. (NOT FOR AGENCY USE.)	N/A
61	S610	Appropriation File Inquiry (See CAPP Topic No. 70245, <i>Financial Inquiry</i> .)	Provides you with summary level financial information. Examples are appropriations, allotments, and expenditures, for current month, prior month, and prior year as maintained in the CARS financial files of the last posting cycle.	N/A
62	S620	Cash Control Inquiry (See CAPP Topic No. 70245, <i>Financial Inquiry</i> .)	Provided user agencies with summary level financial information. This includes collections and disbursements for current month, prior month, and prior year as maintained in the CARS financial files of the last posting cycle.	N/A

Continued on next page

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Screen Should I Use?, Continued

### On-Line Screens (continued)

Function	Screen #	Screen Title	Purpose	Related Input Form
63	S630	Document File Inquiry (See CAPP Topic No. 70245, <i>Financial Inquiry</i> .)	Provides you with document detail financial information. Details include adjustments and liquidations, for the current month, prior month, and prior year, as maintained in the CARS financial files as of the last posting cycle.	N/A
65	S650	Vendor Payment File Inquiry/ Selection (See CAPP Topic No. 70245, <i>Financial Inquiry</i> .)	Provides you with detail disbursement on a vendor basis as maintained in the CARS financial files as of the last posting cycle.	N/A
66	S660	Vendor Payment Display (See CAPP Topic No. 70245, <i>Financial Inquiry</i> .)	Provides summary disbursement information on a vendor basis as maintained in the CARS financial files as of the last posting cycle.	N/A
70	S700	1099 Adjustment System Batch Header (Screen 1)	Allows you to enter 1099 adjustment transactions, correct transactions as necessary, and inquire as to adjustment transaction status	N/A
	S701	Detail Data		
	S720	Batch Balance	Refer to CAPP Topic No. 70805, <i>1099 Reporting Program</i> , for more information.	
	S710	Recall Batch		
	S730	View Batch		
	S740	Unposted Batches		

Continued on next page

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Screen Should I Use?, Continued

### On-Line Screens (continued)

Function	Screen #	Screen Title	Purpose	Related Input Form
75	S750	1099 Adjustment System View Detail Data	Allows you to view 1099 reportable transactions and adjustments by transaction agency, vendor ID and reporting year.  Refer to CAPP Topic No. 70805, <i>1099 Reporting Program</i> , for more information.	N/A
76	S760	1099 Adjustment System View Summary Data	Allows you to view 1099 reportable data by transaction agency, vendor ID, IRS form type, reporting box number, and reporting year.  Refer to CAPP topic No. 70805, <i>1099 Reporting Program</i> , for more information.	N/A
91	S920	News Broadcast	Allows you to view system user information and messages.	N/A
92	S920	Standard Report Request	Allows DOA personnel to enter parameters for a Standard Report Request. The report request function has the capability to request specific financial reports required on a cyclic or special request basis, selected to an appropriate reporting period and a meaningful level of detail.	DA-03-196: Report Request (DOA Use Only)
99	N/A	Logoff	Logs you off of CARS and returns you to the DIT access screen.	N/A

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Function Should I Use?

### About This Section

This section includes the functions that can be performed on the terminal screens contained within the on-line CARS system. Not all functions listed can be performed on all screens. Refer to the list of functions appearing on each screen for a list of the valid functions. Certain functions, such as PF13, "Return to Main Menu," are available on all screens. The detailed screen operating instructions presented in other topics within CAPP Function No. 70200, "CARS," contain specific instructions on the functions available for each screen.

### Functions

The following 15 alpha-character and 11 Program Function (PF) keys are used to perform screen functions in CARS.

Alpha-characters **C**, **F**, and **N** are used for more than one screen function. The screen on which they appear determines their specific use.

Error messages that may appear at the bottom of a screen are described in CAPP Topic No. 70250, *Error Messages*.

### Function A

#### **ADD**

To add a record to a file or table. The record cannot exist previously in CARS.

To add a record:

- Enter "A" in the function prompt
- Type data
- Press Enter
- When the record has been successfully added, a message "Z01 - Record Successfully Added" will appear at the bottom of the screen.

If there are errors, messages appear at the bottom of the screen. Correct the errors (See CAPP Topic No. 70250, *Error Messages*) and press ENTER.

*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Function Should I Use?, Continued

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### Function B      **CHANGE NON-KEY DATA ON THE BATCH HEADER**

To change a batch header.

- Enter Function "B" in the function prompt
- Change the Batch Header information, the amount, and/or count fields
- Press Enter

---

### Function C      **CHANGE**

To change or modify a record.

To change a record:

- Enter "V" (View) or "N" (Next) in the function prompt
- Type the key information
- Press Enter (Record displays)
- Enter "C" in the function prompt
- Change appropriate non-key fields
- Press Enter

When the record has been successfully changed, message "Z02 - Record Successfully Changed" will appear at the bottom of the screen.

If there are errors, messages appear at the bottom of the screen. Correct the errors (See CAPP Topic No. 70250, *Error Messages*,) and press Enter again to obtain the "Z02 - Record Successfully Changed" message.

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*Continued on next page*



Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Function Should I Use?, Continued

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### Function D **DELETE**

To delete the referenced record/data from the system.

To delete a record:

- Enter "V" (View) or "N" (Next) in the function prompt
- Type the key information
- Press Enter (Record displays)
- Enter "D" in the function prompt
- Press Enter
- A message is displayed at the bottom of the screen "Z02 - Do you wish to delete this record? Please enter Y or N in function field"
- Enter "Y" or "N" in the function field
- Press Enter

When the record has been successfully deleted, message "Z04 - Record Successfully Deleted" will appear at the bottom of the screen.

If there are errors, messages appear at the bottom of the screen. Correct the errors (See CAPP Topic No. 70250, *Error Messages*,) and press Enter again.

---

### Function F (View) **TO VIEW THE FIRST SCREEN OF DATA WHEN VIEWING BATCH HEADERS OR WHEN VIEWING A BATCH**

To view the first screen of data when viewing Batch Headers or when viewing a batch.

To view the first screen of data:

- Enter Function = **F**
- Enter a full or partial key
- Press Enter

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*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Function Should I Use?, Continued

### Function F (Fresh Screen)

#### **FRESH SCREEN**

When selected, the detailed elements entered for a financial transaction will disappear from the input screen and only the prompts will display to allow the user to begin entering new data.

To clear the screen after entering a transaction:

- Enter "F" in the function prompt
- Enter the financial transaction
- Press Enter

The data entry screen returns with only the prompts displayed, allowing for the entry of new data.

### Function H

#### **HOLD**

To place a batch of data on Agency Hold or Pre-Audit Hold. The agency may place a batch on Agency Hold. The Department of Accounts may place a batch on Pre-Audit Hold.

To place an entire batch on hold:

- Access the batch on the Batch Balancing screen (S409) by pressing the PF15 key
- Enter Function = **H**
- Press Enter

*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Function Should I Use?, Continued

### Function N (Next Batch)

#### NEXT BATCH

To enter the next batch of accounting data. To return to the Batch Header (S400) screen from the Batch Balancing Screen (S409) for entry of the next batch of data:

- Enter Function = N in the function prompt on the Batch Balancing screen (S409)
- Press Enter

### Function N (Next Transaction)

#### NEXT TRANSACTION

To retain all detailed financial elements entered (except transaction code and the amount) on the screen for input of the next transaction.

To carry forward selected data from the current transaction to the next entry:

- Enter Function = N [Previous screen of data is displayed (except transaction code and amount)]
- You will be prompted to enter next transaction
- Key transaction information
- Press Enter

### Function N (Next Record)

#### NEXT RECORD

To instruct the system to display the next record on the system, based upon what is currently displayed.

To view the next record:

- Enter Function = N
- Press Enter

*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Function Should I Use?, Continued

### Function R **RELEASE**

To release financial transactions from Agency Hold by the agency or by Pre-Audit Hold by DOA to the CARS Edit Update process.

To release a batch for the edit/update or review by Pre-Audit:

- Enter Function = **R** in the function prompt on the Batch Balancing screen (S409)
- Press Enter

---

### Function S **START READ**

To Request the system to display the first record with that key.

To display the first record based on the specified key:

- Enter **S** in the function prompt
- Key in Batch ID Information
- Press Enter

---

### Function U **UPDATE**

To change an existing value on the system.

To update a record:

- Enter “V” (View) or “N” (Next) in the function prompt
- Type the key information
- Press Enter (Record will display)
- Enter Function = **U**
- Change appropriate non-key fields
- Press Enter

---

*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Function Should I Use?, Continued

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When the record has been successfully updated, a message to that effect will be displayed at the bottom of the screen.

If there are errors, messages appear at the bottom of the screen. Correct the errors (See CAPP Topic No. 70250, *Error Messages*) and press Enter.

---

### Function V

#### VIEW

To view data in a file or table.

To view a record:

- Enter Function = **V**
- Type key information
- Press Enter

When the record has been successfully displayed, message "Z06 - Record Successfully Displayed" will appear at the bottom of the screen.

If the record is not found, the next record you access displays and the message "Z07 – Next Record Successfully Display" appears at the bottom of the screen.

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### Program Function (PF or F) Keys

The program function (PF or F) keys located on your terminal's keyboard are defined as follows.

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**Function PF13** To return to CARS Master Menu.

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**Function PF14** To go to the Recall A Batch for Correction screen (S410)

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**Function PF15** To go to the Batch Balancing screen (S409)

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*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Function Should I Use?, Continued

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**Function PF17** To view a batch screen.

- Move the cursor to the first column (titled SEL)
  - Mark the batch to be viewed with an **X**
  - Press PF17
- 

**Function PF18** To go the View the Batch Header screen

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**Function PF19** To shift to the Batch System Status screen.

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**Function PF20** To access the Error Correction Data Entry Screen (S440)

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**Function PF21** To access the Error Suspense Display (S450)

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**Function PF24** To display vendor name and address on the Accounting Transaction Input screen.

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Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## How Do I Determine the Status of a Financial Transaction?

**Batch Status:** Use the following to determine the batch status for transactions already  
**Financial** processed by a CARS edit update.  
**Transactions**

**Processed by**  
**Edit Update**

**Master Menu = Function 46, Batch System Status**

**Or**

**Function PF19 from other selected screens**

<b>Value</b>	<b>Definition</b>	<b>Status</b>
<b>1</b>	Agency Release	Batch on the Accounting Transaction File in agency release status.
<b>2</b>	Pre-Audit Release	Batch on the Accounting Transaction File in pre-audit release status.
<b>3</b>	Agency Hold	Batch on the Accounting Transaction File in agency hold status.
<b>4</b>	Pre-Audit Hold	Batch on the Accounting Transaction File in pre-audit hold status.
<b>7</b>	Batch on Error File	Batch on the CARS Error File.
<b>8</b>	Batch on History File	Batch on the CARS History File.
<b>9</b>	Batch on History or Error File	Batch partially on both the CARS History and Error files.

**Batch Status:** You may also determine the status of a batch if the transactions have not been  
**Financial** processed by the CARS Edit Update, but have been entered into the on-line  
**Transactions** accounting transaction file.  
**NOT Processed**

**by Edit Update**

**Master Menu = Function 42, "View Batch Header"**

**OR**

**Function PF18 from other selected screens.**

**[Values 1 through 4 listed above apply.]**

**Batch Status:** To determine the status of a CARS disbursement:  
**Disbursement**

**Master Menu = Function 65, "Vendor Payment File Inquiry/Selection"**

**OR**

**Master Menu = Function 66, "Vendor Payment Display"**

*Continued on next page*

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b> <b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b> <b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b> September 1999

## How Do I Determine the Status of a Financial Transaction?, Continued

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<b>Value</b>	<b>Definition</b>
<b>1</b>	Awaiting due date for disbursement
<b>2</b>	Warrant writing in process
<b>3</b>	Warrant written and check number returned
<b>4</b>	Deleted (from Check Write)
<b>5</b>	Manually selected for next processing cycle
<b>6</b>	Manual check
<b>7</b>	Comptroller's Debt Setoff (CDS) payment

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Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## What Happens When I Encounter Problems?

### Messages

CARS is designed to respond with messages in the lower portion of each screen. Each message is composed of a three-digit, alphanumeric code and brief message.

**CARS on-line messages and codes are listed in CAPP Topic No. 70250, *Error Messages*.**

### Need Assistance?

#### Software

Sometimes, you may experience CARS related errors and/or hardware problems that are not explained in the CAPP manual. If you access the CARS system and encounter a problem not explained in the CAPP manual, contact the Assistant Manager, General Accounting, after reviewing the problem with your supervisor and consulting CAPP Topic No. 70250, *Error Messages*. The telephone number for CARS related assistance is—

Assistant Manager, General Accounting  
Department of Accounts  
☎ (804) 225-2376  
✉ gacct@doa.virginia.gov

#### Hardware & Systems

If your hardware (e.g., video display terminal) is not operational or other systems-related problems occur, contact:

Department of Information Technology's Help Desk  
  
☎ (804) 786-3932  
☎ (800) 533-1659

Volume No. 3 — Automated System Applications	<b>TOPIC NO.</b>	<b>70215</b>
Function No. 70200 — CARS	<b>TOPIC</b>	<b>ONLINE TERMINAL GUIDE</b>
	<b>DATE</b>	September 1999

## How Do I Log Off From CARS?

**Logging-Off**      The purpose of logging-off is to signify the completion of processing and to sever the link with CARS.

<b>ACTL0100</b>	<b>CARS -MASTER MENU</b>	<b>S100</b>
<b>ENTER FUNCTION      (TWO DIGIT NUMBER FROM LIST BELOW)</b>		
<b>TABLE MAINTENANCE/INQUIRY:</b>		
20 - DESCRIPTOR	<b>FINANCIAL INQUIRY:</b>	
21 - TRANSACTION CODE	61 - APPROPRIATION	
22 - COST CODE	62 - CASH CONTROL	
23 - VENDOR EDIT	63 - DOCUMENT	
24 - PROJECT CONTROL	65 - VENDOR PAYMENT DETAIL	
25 - SECURITY	66 - VENDOR PAYMENTS DISPLAY	
26 - SYSTEM MANAGEMENT		
<b>FINANCIAL DATA ENTRY:</b>		
40 - ENTER ACCOUNTING TRANSACTIONS	<b>1099 ADJUSTMENT SYSTEM:</b>	
41 - RECALL BATCH FOR CORRECTION	70 - ADJUSTMENT TRANSACTIONS	
42 - VIEW BATCH HEADERS	75 - VIEW DETAIL DATA	
43 - VIEW A BATCH	76 - VIEW SUMMARY DATA	
44 - ERROR CORRECTION DATA ENTRY	<b>MISCELLANEOUS</b>	
45 - DISPLAY ERROR TRANSACTIONS	91 - NEWS BROADCAST	
46 - DISPLAY BATCH SYSTEM STATUS	92 - STANDARD REPORT REQUEST	
47 - ENTER PPTRA TRANSACTIONS	99 - SIGNOFF	

To log off:

Step	Action
1	Enter <b>99</b> at the Enter Function prompt.
2	Press ENTER.